

**EMPLOYEE NAME:**

Please Print Clearly

**Yukon Kuskokwim Health Corporation**  
**Position Description, Performance Evaluation**  
**Nurse Manager**

**Job Title:** Nurse Manager  
**Job Code:** 30320 **Pay Grade:** 52  
**Department:** Nursing  
**Reports To:** Chief Nurse Executive  
**FLSA Status:** Exempt  
**Approved By:** Chief Nurse Executive  
**Reviewed Date:** July 2003

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Is this a child-contact position?** ☒ Yes ☐ No

**Position Summary:** Responsible for the delivery of patient care that promotes safety and well-being of all patients in the assigned department (s) on a 24-hour basis. Plans, directs, coordinates and evaluates the overall clinical nursing practice for the units assigned, responsible for the fiscal, material and human resource management of the department(s) as well as other administrative duties as assigned by the Chief Nurse Executive. Participates in the development and implementation of hospital policies and procedures. Maintains interdepartmental and intradepartmental communication. Maintains open communication with department staff to facilitate performance improvement. May assume responsibility for the role of House Supervisor as requested to do so by the Chief Nurse Executive. Exceptional leadership skills, knowledge of nursing practice and a knowledge of regulatory requirements are necessary for this position.

**Position Qualifications:**

|                                      |   |
|--------------------------------------|---|
| Minimum Education                    | Must have completed a program of education from an NLN approved institution. Associates or Diploma in Nursing required, BSN preferred.  |
| Minimum Experience                   | Minimum of two (2) years of progressive nursing management experience with three years of clinical nursing experience preferred. <b>Knowledge of psychiatric and behavioral treatment modalities. Knowledge of psychotropic medications and the ability to train staff in their use and purpose.</b>  |
| License, Certification, Registration | Licensure in the State of Alaska as a Registered Professional Nurse (RN). Current BLS. The successful candidate will be required to pass and maintain competencies for this position.   |
| Equipment/Tools                      | Office equipment including computers, fax, etc. Equipment associated with patient care including IV pumps, crash carts, defibs, etc.  |
| Specialized Knowledge and Skills     | Requires knowledge of regulatory agency standards related to health care Organizations. Cognitive and technical knowledge required with the ability to manage care across the continuum of care. Must have the ability to communicate, retrieve and present data and information both verbally and written. Must be flexible with work schedule and possess the ability |

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|------------------------------|--|
|                              | <p>for independent actions within prescribed limits.</p> <ol style="list-style-type: none"> <li>1. Knowledge of medical terminology.</li> <li>2. <b>Knowledge of psychotropic medication regimens.</b></li> <li>3. <b>Knowledge of psychiatric and behavioral interventions.</b></li> </ol> <p>4. Ability to work in patient care setting.</p> <p>5. <b>LANGUAGE SKILLS</b><br/>         Ability to read, analyzes, and interprets general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports business correspondence, and procedure manuals. Ability to write reports business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Theoretical knowledge of the nursing process, care management, and continuity of care.</p> <p>6. <b>MATHEMATICAL SKILLS</b><br/>         Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent draw and interpret bar graphs, and maintain a computer, database.</p> <p>7. <b>REASONING ABILITY</b><br/>         Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.</p> <p><b>8. Experience in providing clinical supervision to staff.</b></p> |
| Supervisory Responsibilities | Supervision of all staff in related departments.   |

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Select the most appropriate physical effort requirement:

- ☐ Light physical effort (lift/carry up to 10 lbs.)
- ☐ Moderate physical effort (lift/carry up to 25 lbs.)
- ☒ Heavy physical effort (lift/carry up to 50 lbs.)
- ☒ Very heavy physical effort (lift/carry more than 50 lbs.)

Reaching, bending, stooping, kneeling, crouching, turning, twisting

- ☐ occasional
- ☒ often

Standing and walking

- ☐ occasional
- ☐ often
- ☒ constant

Sedentary work

- ☐ occasional
- ☒ often
- ☐ prolonged sitting

Repetitive tasks

- ☒ lifts, positions or transports patients/supplies
- ☒ repetitive motion tasks
- ☐ prolonged use of computer screen/keyboard

Vision requirements (with or without corrected vision – check all that apply)

- ☒ far acuity -- able to see clearly at 20 feet or more
- ☒ near acuity -- able to see clearly at 20 inches or less
- ☒ depth – perception – able to see clearly at 20 inches or less
- ☒ color vision – able to distinguish and identify different colors